



Arizona Commission on the Arts Internship Program

Deadline to apply: Thursday, March 27, 2014

Imagine an Arizona where everyone can participate in and experience the arts.

What is the Arizona Commission on the Arts?

The Arizona Commission on the Arts (ACA) is a...

- Grantmaker
- Convener
- Resource

One of 56 state arts agencies, the Arizona Commission on the Arts supports a statewide arts network. The agency is governed by a 15-member Governor-appointed Commission and a professional staff grounded in the arts. Our staff includes practicing artists, skilled administrators and education specialists who serve in local and national arts leadership roles. We receive and administer funds from the State of Arizona and the National Endowment for the Arts and direct this funding to programs that contribute to the growth and stabilization of the arts, impact student learning, nurture and develop artists' craft and skills, preserve the rich traditions of Arizona communities, and encourage participation by citizens of all ages and abilities.

What can I expect from an ACA Internship?

This is not your "average" internship program. At the ACA, staff strives to provide interns personal career mentoring and the opportunity to take the lead on one or more projects. The ACA Internship Program provides emerging leaders in the arts with the opportunity to investigate and participate in the operations of a state arts agency. Through a combination of learning experiences, work projects, and group collaborations, interns become integral members of our team. Interns are expected to participate in daily activities, contribute skills and ideas, and produce excellent work, all the while preparing to become the next generation of arts, nonprofit, and cultural leaders.

ACA internships are unpaid; however, you may be eligible for university credit for your ACA internship (course/credit must be identified and arranged by intern with counsel from his/her university advisor).

Where do internships take place?

All internships take place at the ACA offices downtown Phoenix.

417 West Roosevelt; Phoenix, AZ 85003





Who might I work with?

The following internship opportunities are currently available for the Summer 2014 season:

- **Arts Learning Intern:** Alex Nelson, Director of Arts Learning
- **Artist Services Intern:** Jessica Rajko, Artist Services Coordinator
- **Arts & Operations Intern:** Michael Soto, Grants and Operations Coordinator
- **Communications Intern:** Steve Wilcox, Communications Coordinator
- **Director's Office Intern:** Robert Booker, Executive Director
- **Organizational Services Intern:** Kristen Pierce, Organizational Services Coordinator

What do you look for in an ACA intern?

The following are the qualifications for any ACA intern. Please Note: Each of the unique internship opportunities listed above also have specific qualifications.

Qualifications:

ACA interns must...

- be undergraduate students, graduate students, or college graduates,
- possess exemplary verbal and written communication skills,
- possess strong organizational skills and the ability to multitask, and
- possess the ability to work independently as well as in a team environment.

Preferred qualities:

ACA interns should be...

- assertive and resourceful self-starters,
- able to problem-solve and to fully engage in projects/tasks,
- comfortable using Microsoft Office products: Excel, Outlook and Word, and
- comfortable working with or willing to learn to work with complex databases.

What are the types of activities/projects I would work on during an ACA internship?

Please read the following Summer 2014 internship opportunity descriptions:

Arts Learning Intern:

- Assist with the grants administration process serving schools, community service organizations and education programs in arts organizations
- Assist with agency work in support of Arts Learning programs and resources; conduct research, compile information and work on other Arts Learning project initiatives
- Assist with tasks related to the Teaching Artist Roster Program
- Assist with the design and delivery of workshops, conferences and other professional development offerings
- Update and maintain various mailing lists, databases and newsletters
- Other duties as assigned

Artist Services Intern:

- Assist with preparation for the upcoming Artist Research and Development and Professional Development Grant cycles
- Assist with ongoing research/development on individual artist tools, resources, and opportunities
- Assist with public art artist/administrator professional development opportunities
- Update and maintain various mailing lists and databases





Arts & Operations Intern - Office Management, Business Operations:

- Assist with streamlining and supporting support structures for day to day work flow
- Assist operations, human resources and financial staff in systems management for day-to-day operations
- Strong organizations skills and attention for detail are a must

Communications Intern:

- Work with Communications staff to develop proposal for overhaul of agency's WordPress website
- Research and prepare advisory report on eMarketing providers
- Assist in creation of blog and social media content
- Assist in other activities related to agency communications

Director's Office Intern:

- Schedule legislative visits for the director
- Help create new workshop's related to the arts
- Create informational documents and power points for the ED
- Some clerical work, field work, staff meetings and in city site visits with the ED

Organizational Services Intern:

- Assist with follow up work related to the FY15 Annual Grants Panels award cycle
- Assist with research and development of articles related to the non-profit management field
- Assist with communications related to the Non Profit Arts community

This sounds great, how do I apply?

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If you are interested, please submit the following via email.

- A letter of inquiry, speaking experience, or special interests related to the posted position (maximum 1 page)
- A resume or CV (maximum 2 pages)
- A list of at least three professional/academic references (contact info only: names, titles, phone numbers, email addresses; letters of reference not required)

Email your materials to: info@azarts.gov. Make sure your email's subject line that specifies which unique internship(s) you would like to be considered for.

